

SENIOR PLANNER

DEFINITION

Under direction, to perform advanced level professional planning work in the area of current and advance planning; to provide highly complex staff assistance to the Planning Services Manager and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is the advanced journey level in the professional planning series, involving responsibility for assignments/projects in current and advance planning which requires the application of advanced principles and practices of urban planning and development. The incumbent receives general direction from the Planning Services Manager and may exercise technical and functional supervision over professional and clerical staff as assigned.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares staff studies and recommendations as directed; provides general technical assistance to management as requested or assigned
- Provides input into the development and participates in the implementation of the Community Development Department work plan
- Develops, implements and participates in current planning program activities including the issuance of land use permits and approvals assigned by State law and local ordinances
- Prepares and may present reports, resolutions and ordinances before the Planning Commission, City Council and citizen groups regarding Department findings and recommendations
- Assists with the preparation and presentation of the department budget; performs budget and expenditure review and makes recommendations on same
- Confers with engineers, developers, architects, and others in coordinating planning matters; provides information and technical assistance regarding City development requirements
- Reviews, assigns and processes development permit applications including those for new subdivisions, lot line adjustments, variances, land use permits and zoning amendments
- Assists in preparing and negotiating requests for proposals, contracts and agreements
- Interprets and applies land use, environmental quality, subdivision and general planning laws and regulations
- Assists in the enforcement of the City's Zoning and Subdivision Ordinances
- Provides information to the public regarding zoning, land use and the general plan

QUALIFICATIONS

Knowledge of:

- Principles and practices of general government administration and policy establishment
- Laws, rules, and regulations affecting the activities of city government
- Advanced principles and practices of urban planning and development
- Methods and techniques of effective technical report preparation and presentation
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications and public utility systems
- Recent developments, current literature and sources of information related to municipal planning and administration
- Pertinent Federal, State, and local laws, codes and regulations
- Personal computer hardware and software typically found in a modern office

Skill in:

- Analyzing site design, terrain constraints, circulation, land use compatibility, utilities and other urban services
- Ensuring project compliance with Federal, State and local rules, laws and regulations
- Interpreting and applying pertinent urban planning laws, rules and regulations
- Preparing and analyzing technical and administrative reports, statements and correspondence
- Communicating clearly and concisely, both orally and in writing
- Representing City policies and programs with other governmental agencies and the general public as directed
- Utilizing computer hardware and software to complete work
- Establishing and maintaining cooperative working relationships with those contacted in the course of work

A typical ways of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in planning, public or business administration or related field and three (3) years of responsible, professional urban planning experience.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.